

# **RULES: EXECUTIVE COMMISSION ON ETHICAL STANDARDS**

## **TABLE OF CONTENTS**

19:61-1.1	Scope of rules
19:61-1.2	Meetings and offices
19:61-1.3	Presiding member
19:61-1.4	Quorum
19:61-1.5	Executive or open meetings
19:61-1.6	Majority vote
19:61-1.7	Conflict with agency rules
19:61-1.8	Enlargement of time
19:61-1.9	Administrative head
19:61-1.10	Definitions

### **SUBCHAPTER 2. JURISDICTION**

19:61-2.1	Jurisdiction of the Commission
19:61-2.2	Agency Codes of Ethics
19:61-2.3	Procedure where Commission is without jurisdiction
19:61-2.4	Access to documents
19:61-2.5	Copies of documents; fees

### **SUBCHAPTER 3. PROCEEDINGS**

19:61-3.1	Allegations; procedure
19:61-3.2	Subpoena for witnesses
19:61-3.3	Allegation by member of Commission
19:61-3.4	Allegation before State agency
19:61-3.5	Determination by State agency
19:61-3.6	Relaxation of rules

### **SUBCHAPTER 4. ADVISORY OPINIONS**

19:61-4.1	Requests for advisory opinions
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### **SUBCHAPTER 5. GENERAL PROVISIONS**

19:61-5.1	Investigations and hearings
19:61-5.2	Publication

- 19:61-5.3                      Validity of rules of any portion declared invalid
- 19:61-5.4                      Procedures to request Commission action to  
   promulgate, amend or repeal rules
- 19:61-5.5                      Positions in State government with responsibility for  
   matters affecting casino activity

**SUBCHAPTER 6. ATTENDANCE AT EVENTS, ACCEPTANCE OF HONORARIA,  
AND ACCEPTANCE OF COMPENSATION FOR PUBLISHED WORKS**

- 19:61-6.1                      Applicability
- 19:61-6.2                      Definitions
- 19:61-6.3                      Granting of approval
- 19:61-6.4                      Attendance at an event sponsored by an interested  
   party
- 19:61-6.5                      Attendance at an event sponsored by an entity other  
   than an interested party
- 19:61-6.6                      Use of official title for private fundraising
- 19:61-6.7                      Compensation for Published Works
- 19:61-6.8                      Sample approval request form

## **SUBCHAPTER 1. ORGANIZATION**

### **19:61-1.1 Scope of rules**

The rules in this chapter shall constitute the practices and procedures of the Executive Commission on Ethical Standards and shall govern all activities of the Commission pursuant to N.J.S.A. 52:13D-12 et seq.

### **19:61-1.2 Meetings and offices**

The Commission shall meet at the call of its Chair upon not less than three days notice to members thereof. The Commission may maintain offices in such place or places as it may deem advisable.

### **19:61-1.3 Presiding member**

The Chair shall preside, but in case of absence or inability to serve, the Vice Chair shall temporarily preside in his or her stead. In the absence of both, the senior member attending shall preside. Seniority of the members of the Commission shall be determined by the order of their respective appointments to the Commission.

### **19:61-1.4 Quorum**

Four members of the Commission shall constitute a quorum. If a quorum does not attend a session of the Commission, the presiding member may adjourn the Commission, or, in the absence of all the members, the Executive Director or his or her designee may adjourn the Commission from day to day.

### **19:61-1.5 Executive or open meetings**

Meetings of the Commission, including open and executive sessions, shall be conducted in compliance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.

### **19:61-1.6 Majority vote**

No determination of the Commission shall be rendered unless supported by the vote of members constituting a majority of the quorum present. Minutes of Commission meetings may be approved by a majority of eligible members. A member is eligible to vote on minutes of meetings that he or she attended.

### **19:61-1.7 Conflict with agency rules**

Any conflict between the rules established by the Commission and those developed by the various State agencies to implement their respective Codes of Ethics shall be resolved in favor of the rules established by the Commission.

#### **19:61-1.8 Enlargement of time**

A reasonable extension of time for the taking of any action for which these rules prescribe a time limitation may be granted by the Commission upon a clear showing of good cause and the absence of prejudice.

#### **19:61-1.9 Administrative head**

The Commission may appoint an Executive Director who shall serve as the administrative head of the Commission. In the absence of an administrative head, the Chair may designate an individual to serve as acting administrative head.

#### **19:61-1.10 Definitions**

The following words and terms, when used in this chapter shall have the following meanings unless the context clearly indicates otherwise.

"Chair" and "Vice Chair" shall mean the members of the Executive Commission on Ethical Standards designated by the Governor to serve as the Chair and Vice Chair thereof.

"Commission" shall mean the Executive Commission on Ethical Standards continued and established in the Department of Law and Public Safety by the provisions of N.J.S.A. 52:13D-12 et seq.

"Preliminary investigation" means the investigative process undertaken by the Commission and/or its staff and/or a departmental ethics liaison officer or departmental ethics committee with regard to an allegation prior to review of and final action on the allegation by the Commission at a public meeting, pursuant to either N.J.A.C. 19:61-3.1(h) or (i).

### **SUBCHAPTER 2. JURISDICTION**

#### **19:61-2.1 Jurisdiction of the Commission**

(a) The jurisdiction of the Commission shall extend to those situations arising under the provisions of N.J.S.A. 52:13D-12 et seq., involving State officers and employees, and special State officers and employees of the Executive Branch of the

government, and as granted under the provisions of Executive Orders and any other statutes; and the Commission shall also have jurisdiction to enforce the provisions of N.J.S.A. 5:12-58, 59 and 60.

(b) All determinations made by State agencies with regard to the Conflicts of Interest Law or a Code of Ethics shall be filed with the Commission. It shall be within the discretion of the Commission to review said determinations and affirm, reverse or modify same.

### **19:61-2.2 Agency Code of Ethics**

(a) State agencies shall include in their Codes of Ethics a requirement that all employees annually disclose outside employment and/or business interests. The disclosure procedure shall be formulated by each agency with respect to its particular needs and problems. For example, an agency may find it administratively efficient to exempt disclosure of specific kinds of outside employment (for example, part-time work for businesses not related to the position of employment in the agency.)

(b) All disclosures made in accordance with said Code of Ethics requirements shall be forwarded to the Commission for review.

(c) Each agency shall put into place a distribution procedure to ensure that each current officer and employee and each new officer and employee receives a copy of the agency Code of Ethics. Each officer or employee shall sign a receipt indicating the date on which the Code was received and an acknowledgment that the officer or employee is responsible for reading the Code and is bound by it. The receipt shall be maintained in the officer's or employee's personnel file. Each copy of the Code of Ethics shall include a notice to the officer or employee that he or she can seek clarification of the Code's provisions from the agency's ethics liaison officer or from the Executive Commission on Ethical Standards. For the purposes of this subsection, "officer" and "employee" shall include State officers and employees and special State officers and employees as defined by the Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq.

### **19:6-2.3 Procedure where Commission is without jurisdiction**

Whenever it shall appear that the Commission is without jurisdiction over a matter brought before it, it shall so notify the person bringing the matter. Where possible, the matter shall be forwarded to the proper agency for further action.

### **19:61-2.4 Access to documents**

(a) Every financial disclosure statement accepted for filing by the Commission, pleadings related to a complaint, all final orders, decisions and opinions shall be maintained by the Commission as documents available to the public. Requests for

advisory opinions from the Commission and replies to requests for advisory opinions may be made available to the public after consideration by the Commission.

(b) Any person shall, upon request, be afforded opportunity to examine a document, or a photocopy of any document so maintained at the Commission offices between 9:00 A.M. and 4:00 P.M. on business days.

### **19:61-2.5 Copies of documents; fees**

(a) Photocopies of documents maintained by the Commission pursuant to N.J.A.C. 19:61-2.4 shall be provided in accordance with the procedures and fees set forth in N.J.S.A. 47:1A-1 et seq.

(b) Fees for photocopies shall be due and payable at such time as the photocopies have been prepared.

## **SUBCHAPTER 3. PROCEEDINGS**

### **19:61-3.1 Allegations; procedure**

(a) Every allegation, whether written or oral, received by the Commission shall be reviewed by the Commission's staff for an initial determination as to whether the alleged conduct falls within the jurisdiction of the Commission.

1. It shall be within the discretion of the Commission to transfer those allegations involving the alleged violation of a code, rule, or regulation promulgated by a State agency, to that agency for disposition in accord with its procedures.

2. It shall be within the discretion of the Commission to transfer those allegations involving the alleged violation of another State statute to the appropriate enforcing authority.

3. Any preliminary investigation by a departmental ethics liaison officer or a departmental ethics committee shall be confidential.

(b) The Commission shall promptly conduct and complete a preliminary investigation of all allegations; such investigation may include interviews of the complainant, the State officer or employee involved, and any other individuals who possess knowledge of the circumstances surrounding the alleged conduct.

(c) At the beginning of the preliminary investigation, the Commission shall assign a case number to the allegation.

1. During the course of the preliminary investigation, the allegation shall be identified only by case number, not by the names(s) of the State officers(s) or employee(s) involved.

2. No information regarding the allegation shall be made public until after the Commission action in accordance with (g) or (h) below. After the final determination of a matter before the Commission and the expiration of any time for appeal, the Commission shall consider requests for information related to the completed matter. The contents of the Commission's investigatory file, however, are confidential and shall not be released except upon authorization of the Commission. The Commission shall consider and determine whether the requester has a particularized need for the contents of the file and has established an inability to obtain the requested information from other sources. In its consideration the Commission shall balance the requester's need against the public interest to maintain the confidentiality of the files.

(d) After the conclusion of the preliminary investigation, the Commission shall notify the employee(s) involved and the head of the department employing said State officer(s) or employee(s) of the date of the meeting at which the Commission shall consider the preliminary investigation.

(e) If a Commission member holds office or employment in the same Department which employs the State officer or employee named in the allegation, he or she shall disqualify himself or herself from participation in any decisional process relating to that particular case.

(f) The Commission may, after review of the preliminary investigation, refer the allegation to the department of the employee(s) involved for appropriate action.

(g) If the Commission finds that there has been no violation of N.J.S.A. 52:13D-12 et seq., or any code, rule, or regulation promulgated pursuant thereto, as alleged, it shall dismiss the allegation.

(h) If the Commission determines that there are indications of a violation meriting further investigation, a complaint shall be set down promptly for hearing at the Office of Administrative Law pursuant to the requirements of the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., and the Uniform Administrative Procedure Rules, N.J.A.C. 1:1, or the Commission may hold the hearing itself. If the Commission hears the matter, it shall follow the standards of the Administrative Procedure Act.

(i) After the hearing is concluded, a decision shall be issued in accordance with the time frame set forth in the Administrative Procedure Act, N.J.S.A. 52:14B-10.

(j) If the Commission determines that the State officer or employee has violated the provisions of N.J.S.A. 52:13D-12 et seq., or any code, rule, or regulation promulgated by any State agency pursuant thereto, it shall fine said State officer or employee in

accordance with the provisions of N.J.S.A. 52:13D-21(i). An assessed penalty may be collected in a summary proceeding pursuant to the Penalty Enforcement Law (N.J.S.A. 2A:58-1).

1. The Commission may further order or direct the State agency employing the State officer or employee to suspend said officer or employee for a period not in excess of one year.

2. Should the Commission find that the conduct of said State officer or employee constitutes a willful and continuous disregard of the provisions of N.J.S.A. 52:13D-12 et seq., or any code, rule, or regulation promulgated by any State agency pursuant thereto, it may order or direct the State agency employing the State officer or employee to remove the State officer or employee from his or her office of employment and may further direct that the State agency bar such person from holding any public office or employment in this State in any capacity whatsoever for a period of not exceeding five years from the date on which he or she was found guilty by the Commission.

### **19:61-3.2 Subpoena for witnesses**

(a) If the Commission shall determine that the testimony of any person or persons is required, it may issue a subpoena in the name of the Commission requiring such person or persons to appear and testify before the Commission, Commission member, or Administrative staff member thereof, from day to day until the examination of such person or persons shall be completed. The Chair or, in his or her absence, the Vice Chair or, in the absence of both, the next-senior member, may make the determination, on behalf of the Commission, to issue a subpoena.

(b) The subpoena may also contain a direction that such person bring with him or her to the examination, any books, papers, or documents designated therein.

(c) If a person subpoenaed to attend any hearing refuses or fails to appear to be examined, or to answer any question or to produce any books, records, accounts, papers and documents when ordered to do so by the Commission, the Commission may apply to the Superior Court to compel the person to comply forthwith with the subpoena, directive or order of the Commission.

### **19:61-3.3 Allegation by member of Commission**

Any member of the Commission may file an allegation with the Commission. Said allegation shall thereafter be treated in accordance with N.J.A.C. 19:61-3.1, except that the Commission member making the allegation shall thereafter be precluded from participating in any decisional processes having to do with that particular cause.



### **19:61-3.4 Allegation before State agency**

An allegation of the violation by a State officer or employee of a code, rule, or regulation promulgated by a State agency pursuant to the provisions of N.J.S.A. 5[1]2:13D-12 et seq., may be filed with the State agency employing said officer or employee in accord with the procedures established by the agency to process such allegations. Upon receipt of such allegation, the State agency shall file a copy of same with the Commission. It shall be within the discretion of the Commission to direct the State agency to transfer the allegation to it for hearing in accord with N.J.A.C. 19:61-3.1.

### **19:61-3.5 Determination by State agency**

Notice of all determinations made by State agencies in connection with hearings conducted pursuant to N.J.A.C. 19:61-3.1 shall be filed with this Commission. All determinations with respect to the Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq. which involve the removal of a State officer or employee or any other disciplinary actions shall be effective when approved by this Commission.

### **19:61-3.6 Relaxation of rules**

The rules set forth in this subchapter regarding the procedural requirements for the filing of complaints may be relaxed by the Commission in any instance where it shall be manifest to the Commission that a strict adherence to them will work surprise or injustice. In any matter not expressly controlled by these rules or by statute, the Chair shall exercise his or her discretion.

## **SUBCHAPTER 4. ADVISORY OPINIONS**

### **19:61-4.1 Requests for advisory opinions**

Requests for advisory opinions concerning whether a given set of facts and circumstances would in the Commission's opinion constitute possible violations of N.J.S.A. 52:13D-12 et seq., or any code, rules or regulations promulgated pursuant thereto, may be made by any person or persons. Advisory opinions rendered pursuant to this section are only binding as to the facts and circumstances reviewed and considered in the specific request. The Executive Director or designee shall have discretion to determine a format appropriate to the circumstances of each request.

## **SUBCHAPTER 5. GENERAL PROVISIONS**

### **19:61-5.1 Investigations and hearings**

The Commission shall have the power to undertake investigations and hold hearings into matters having relevance to the provisions of N.J.S.A. 52:13D-12 et seq.,

whether or not a formal allegation has been filed or request for advisory opinion made, and to this end, the full investigative authority and subpoena power of the Commission shall obtain and be available as required.

### **19:61-5.2 Publication**

The Chair of the Commission shall cause to be filed with the Office of Administrative Law:

1. All advisory opinions of the Commission rendered pursuant to N.J.S.A. 52:13D-21(g); and
2. Notice of any disciplinary action taken by the Commission pursuant to N.J.S.A. 52:13D-21(i).

### **19:61-5.3 Validity of rules of any portion declared invalid**

If any rule, sentence, paragraph or section of these rules or the application thereof to any persons or circumstances shall be adjudged by a court of competent jurisdiction to be invalid, or if by legislative action any rule shall lose its force and effect, such judgment or action shall not affect, impair or void the remainder of these rules.

### **19:61-5.4 Procedure to request Commission action to promulgate, amend or repeal rules**

(a) Persons requesting Commission action to promulgate, amend or repeal rules shall comply with Chapter 27, Laws of New Jersey 1981, Section II (N.J.S.A. 52:14B-4(f)) and any amendments thereto and any implementing rules as adopted by the Office of Administrative Law.

(b) Such persons may obtain forms for petitioning this Commission's Administrative Code Rules, from the Executive Commission on Ethical Standards.

(c) When considering the petition, the Commission shall comply with time lines and procedures contained in Chapter 27, Laws of New Jersey 1981 Section II (N.J.S.A. 52:14B-4(f)).

### **19:61-5.5 Positions in State government with responsibility for matters affecting casino activity**

(a) The Executive Commission on Ethical Standards has, in consultation with the Attorney General's Office, determined that the following positions in State government have responsibility for matters affecting casino activity and therefore are subject to the restrictions of the Casino Ethics Amendment (N.J.S.A. 52:13D-17.2):

1. Department of Environmental Protection; Land Use Regulation Program, or successor agencies:

i. Bureau of Coastal Regulation or successor agency (One chief and three regional supervisors classified as Supervising Environmental Specialists or successors performing those functions);

ii. Tidelands Resource Council or successor agency (members of the Council);

2. Department of Community Affairs (Division of Codes and Standards) or successor agencies:

i. Bureau of Construction Project Review or successor agency (Chief; assistant chief; supervisor, plans approval or successors performing those functions);

ii. Bureau of Housing Inspection or successor agency (Chief; supervisor, Housing Code Compliance assistant regional supervisor, Housing Code Enforcement or successors performing those functions);

3. State Athletic Control Board or successor agency (Commissioner; three members or successors performing those functions).

(b) The list in (a) above is in addition to the persons identified in N.J.S.A. 52:13D-17.2(a) as being covered by the provisions of the Casino Ethics Amendment.

## **SUBCHAPTER 6. ATTENDANCE AT EVENTS, ACCEPTANCE OF HONORARIA, AND ACCEPTANCE OF COMPENSATION FOR PUBLISHED WORKS**

### **19:61-6.1 Applicability**

The rules in this subchapter apply to all State officials in the Executive branch of State government.

### **19:61-6.2 Definitions**

The following words and terms, as used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise.

"Approval" means, for the purposes of N.J.A.C. 19:61-6.4 and 6.5, written permission from the department head to attend and/or participate in an event; to accept an

honorarium or fee; and/or to accept direct or indirect benefits in connection with attendance.

"Commission" means the Executive Commission on Ethical Standards.

"Department head" means the administrative or executive head of the State official's agency or his or her designee.

"Direct benefit" means acceptance by a State official from the sponsor of an event or any other person of travel, meals, accommodation, waiver of conference or event fee or any other costs associated with attending the event for which no payment is made by the State but is not intended to mean nominal refreshments such as nonalcoholic beverages and snacks (doughnuts, pastries and cookies).

"Event" means a meeting, conference, seminar, speaking engagement, symposium, training course, ground-breaking, ribbon-cutting, meal, open house, cocktail party, fundraiser, holiday party, social function, or similar event that takes place away from the State official's work location, is sponsored or co-sponsored by a non-State government source and the invitation for which is extended to the State official because of his/her official position.

"Indirect benefit" means acceptance by a State official from the event sponsor or any other person of reimbursement for costs of travel, meals, accommodation, event fees, or any other costs associated with attending the event for which no reimbursement is made by the State but is not intended to mean nominal refreshments such as nonalcoholic beverages and snacks (doughnuts, pastries and cookies).

"Interested party" means:

1. Any person, or employee, representative or agent thereof, who is or may reasonably be anticipated to be subject to the regulatory, licensing or supervisory authority of the State official's agency;
2. Any supplier, or employee, representative or agent thereof;
3. Any organization that advocates or represents the positions of its members to the State official's agency; or
4. Any organization a majority of whose members are as described in paragraphs 1 through 3 above.

"Person" means any natural person, association, organization, firm, partnership or corporation.

"Personal funds" means funds of a State official. It does not include funds that are loaned, advanced, promised or reimbursed to a State official for any purpose by an interested party.

"Published work" means any tangible medium of expression, including but not limited to, literary, pictorial, graphic, and sculptural matter; sound recordings; and software.

"State official" means any State officer or employee or special State officer or employee as defined in the Conflicts of Interest Law, N.J.S.A. 52:13D-13(b) and (e).

"Supplier" means any private sector person that is providing or is seeking to provide or may reasonably be expected to provide goods and/or services to the State official's agency, including but not limited to, consultants, vendors and lessors.

### **19:61-6.3 Granting of approval**

(a) For the purposes of N.J.A.C. 19:61-6.4 and 6.5, when a department head grants approval to attend an event, the department head shall determine whether a legitimate State purpose will be served by attendance and shall consider the provisions of the Conflicts of Interest Law, the departmental code of ethics, any applicable Executive Orders, the guidelines and rules of the Commission, any departmental administrative policies and any other relevant considerations. Relevant considerations include, but are not limited to:

1. The identity of the sponsor;
2. The purpose of the event;
3. The identity of other expected participants;
4. Whether attendance/participation in the event will assist the State official in carrying out his or her official duties and support the mission of the agency; and
5. The monetary value and character of the costs, benefits and/or honoraria provided by the sponsor including, whether the costs, benefits and/or honoraria are comparable to those offered to or purchased by other attendees.

(b) Approval shall be requested in writing on a form similar to that provided in N.J.A.C. 19:61-6.8. Such forms shall be retained by the department for a period of five years from the date of approval of the form.

(c) When an agency has numerous divisions or similar subunits with very diverse missions, the department head may request that the Commission permit that such divisions rather than the department be treated as agencies for the purposes of this subchapter. The department head shall provide the Commission with information identifying the diversity of the missions of the divisions and justifying their separate treatment as agencies.

### **19:61-6.4 Attendance at an event sponsored by an interested party**

(a) The State official shall secure the prior approval of the department head to attend such an event.

(b) Except as provided in (c) below:

1. The State shall pay the reasonable expenses of the State official associated with attending the event.

2. Neither the State official nor the State shall receive any direct or indirect benefit from any other source.

(c) The requirement and prohibition in (b) above need not apply if the event is designed to provide training, dissemination of information, or the exchange of ideas and the State official is making a speech, is participating in a panel at the event or is an accompanying resource person for the speaker and/or participant subject to the reasonable approval of the department head. The direct or indirect benefit provided to the State official by the sponsor of the event must be identical to the benefits provided to other speakers or panel participants. If an actual conflict or the appearance of conflict could arise under the application of this subsection, (b) above shall govern. Approvals granted under this exception must be forwarded to the Commission for review.

(d) The State official may pay his or her own expenses with his or her personal funds.

(e) The State official shall not accept an honorarium or fee for a speech or presentation at an event covered by this section.

### *Examples*

An employee of the Department of Environmental Protection has been invited to attend a conference of the Association of Environmental Authorities and has been asked to present a short program to explain a new series of forms being proposed by the Department. The Association has offered to waive the \$200.00 conference fee; the conference program includes morning and afternoon refreshments and lunch. If the Department head approves the employee's attendance and participation in the conference, the employee may accept the waiver of the fee and the refreshments and meal included in the program. A copy of the Department head's approval must be forwarded to the Commission.

The Division of Motor Vehicles is considering the purchase of new pollution testing equipment. One of the companies that plans to submit a bid invites several Division employees to a demonstration of the equipment to be held at a hotel conference center. A seafood buffet will be served after the demonstration. With proper approval, the employees may attend the demonstration, but because the company plans to submit a bid to provide this equipment and is therefore an interested party with respect to the Division, the employees may not partake of the

seafood buffet at the expense of the vendor. The employees may, however, pay the cost of the buffet personally.

Three employees from different units of the Department of Transportation are responsible for weekly monitoring of a construction project. Each Friday morning, they meet with the contractor's representative at the site field office to review the week's progress and to assess projected schedules. The meetings generally last 1 to 2 hours; coffee is available, but no other refreshments or meals are served or offered. Because no direct or indirect benefits are offered or provided and because the meetings are part of the employees' job responsibilities, the meetings are not "events" for the purposes of this subchapter.

**19:61-6.5 Attendance at an event sponsored by an entity other than an interested party**

(a) The State official shall secure the prior approval of the department head to attend such an event.

(b) The State may pay the reasonable expenses of the State official associated with attending the event or may permit the State official to accept direct or indirect benefits. An interested party shall not provide a direct or indirect benefit to the State official in order to facilitate his or her attendance.

(c) A State official making a speech or presentation at the event may accept an honorarium or fee from the sponsor.

(d) Under no circumstances shall a State official accept entertainment collateral to the event, such as a golf outing, or meals taken other than in a group setting with all attendees, or reimbursement therefor.

*Examples*

An employee of Travel and Tourism at the Department of Commerce has been invited, by the Mexican Tourist Bureau, to attend a series of meetings on promoting tourism in both countries. The employee will be giving a speech at a dinner on the final day of the meetings and has been offered a \$500.00 honorarium. With proper approval, the employee may attend the meetings and may accept an honorarium in connection with his speech. In addition, he may accept, directly or by reimbursement, actual expenditures for travel and reasonable subsistence for which no payment or reimbursement is made by the State.

A local non-profit organization would like to hold a dinner/fundraiser honoring a Technical Assistant at the Department of Insurance who has been a long-time supporter of the organization. The organization plans

to use the Technical Assistant's picture, name and official title on the promotional literature. The Technical Assistant may attend the event but is prohibited from allowing such use of his official title for fundraising purposes.

#### **19:61-6.6 Use of official title for private fundraising**

A State official shall not permit the use of his or her official title for the purpose of fundraising for a private organization.

#### **19:61-6.7 Compensation for published work(s)**

(a) A State official shall not accept compensation for published work(s) created as part of his or her official duties on State time utilizing State resources, but may accept compensation for published works not created as part of his or her official duties.

(b) A State official shall secure the permission of the department head to accept compensation for published work(s) not created as part of his or her official duties. In determining whether such approval can be granted, the Department head shall consider the provisions of the Conflicts of Interest Law, the departmental code of ethics, any applicable Executive Orders, the Commission's *Guidelines for Secondary Employment*, any other applicable guidelines or rules of the Commission, any applicable departmental administrative policies, and the following conditions:

1. Whether compensation is being paid by an interested party;
2. Whether the published work(s) uses or discloses information not generally available to the public;

(c) The State official shall prepare the published work(s) on his or her own time, without using the services of other State officials or resources owned by the State.

(d) The State official shall not use his or her official title in any way in soliciting compensation and shall indicate that his or her views do not represent those of the State.

#### *Examples*

As part of his official duties, a Department of Transportation employee evaluates surveying equipment and trains Department employees on its use. The employee recently completed an in-depth evaluation of ten different types of surveying instruments and made a recommendation to the purchasing unit. The employee would like to publish the entire report in Transportation Magazine. He has been offered \$500 for the article. The Department must make a policy decision as to whether the article may be published. The employee is prohibited from accepting compensation for the article, even if the Department grants permission for the publication, since it was created



as part of his official duties prepared on State time and utilizing State resources.

An Environmental Technician at the Department of Environmental Protection has been asked to write an article for an environmental journal on how New Jersey's automobile emission standards differ from those of Pennsylvania. He has been offered \$500 for the article. The Environmental Technician is permitted to publish the article and receive compensation since it is on a subject matter related to, but not a part of, his official duties, so long as he prepares the article at home, on his own time, without using any State resources.

**19:61-6.8 Sample approval request form**

(a) The following form, or one containing substantially similar elements, may be used to request approval to attend events, accept honoraria, and/or accept compensation for published works.

## REQUEST FOR APPROVAL FOR ATTENDANCE AT EVENT

DEPARTMENT OF \_\_\_\_\_

Name \_\_\_\_\_ Division \_\_\_\_\_

Title \_\_\_\_\_ Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Event \_\_\_\_\_

Sponsor \_\_\_\_\_

Is the sponsor an "interested party"? Yes \_\_\_\_ No \_\_\_\_

Location \_\_\_\_\_ Date(s) \_\_\_\_\_

Overnight accommodation required? Yes \_\_\_\_ No \_\_\_\_

Out-of-state travel required? Yes \_\_\_\_ No \_\_\_\_

Estimated cost? \$ \_\_\_\_\_

Agency to pay cost? Yes \_\_\_\_ No \_\_\_\_

Sponsor to pay cost? Yes \_\_\_\_ No \_\_\_\_

Employee to pay cost? Yes \_\_\_\_ No \_\_\_\_

Reason for attendance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will sponsor offer an honorarium or fee? Yes \_\_\_\_ No \_\_\_\_

Amount of honorarium \$ \_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date**NOTE: Any substitutions or changes of circumstances must be reported.**

XX

Attendance approved Yes \_\_\_\_ No \_\_\_\_

Acceptance of honorarium approved Yes \_\_\_\_ No \_\_\_\_

Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date